

~~5 February 1954~~
14 Jan 54 (meeting)

MEMORANDUM FOR: File

Following a discussion with [] it was decided that the attached report should not be forwarded to the Logistics Office. Instead, it was agreed that [] should be invited to meet with us in [] to discuss the status of her program.

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The first part of the discussion concerned a description of the program for her office which she had prepared and given a copy to [] for his consideration. The purpose of writing the description of the program was for use in discussing the various programs in the Logistics Office. On the basis of these discussions, [] indicated that she expected to be relieved of much of the additional administrative duties which had previously required so much of her time.

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While the attached report was not given to [] to read, the various items were discussed with her and she readily agreed as to the factualness of the report on all major points. She felt, however, that when relieved of her extra administrative duties, she would be able to concentrate on the records management work. In the meantime, she had taken the recommended steps shown in the report for improving the filing situation in the Office of the Chief. It does not appear, however, that she will have much success in getting cooperation with staff members to return to file or have charged to them, file material on which they anticipate further action. She is also having some difficulty with Division Chiefs who wish to retain

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the official file copy regardless of the fact that the outgoing letter requires the signature of the Office of the Chief.

In the discussion with [] an attempt was made to determine her feelings regarding continuing in records management as a career. Our impressions were that she preferred administrative work and would not be interested in records management to the extent that she would ~~not~~ be willing to transfer out of Logistics Office for work in other organizations.

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Following are the conclusions reached on the various points in the report:

(a) The problems in connection with the maintenance of the files will be corrected.

(b) The Vital Materials Program is progressing and will soon be properly scheduled and can continue without a great deal of additional attention.

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(c) [] is of the opinion that the present disposition schedule should not be used but that she should instead reschedule all records for that Office.

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[] had a subsequently discussion with [] regarding her control schedule, and the general agreement was as follows: There have been so many functions added to the Logistics Office that a complete inventory should be made and a revised schedule prepared using the new format.

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